

An aerial photograph of a group of students sitting on a light-colored wooden floor, surrounded by numerous sheets of paper and art supplies. They are engaged in drawing and sketching, with some students looking at their work and others interacting. The scene is a creative and collaborative workspace.

# GUIDE FOR INCOMING STUDENTS

*the application process*

**FACULDADE DE ARQUITETURA E URBANISMO E DE DESIGN  
UNIVERSIDADE DE SÃO PAULO**



# Introduction

First of all, we would like to say that we are very happy that you chose FAU-USP as your academic exchange destination!

In this presentation was made for students who have nominated for an exchange at FAU-USP.

Here we will explain the application process and other important information!

Read carefully, as this may answer some of your questions.



# Nomination

This is the stage in which the home institution recommends the student for an exchange at a partner institution, which in this case is FAU-USP.

We will register the data of the nominated student in the system and he/she will receive an email with a link to the MUNDUS system to complete his/her application.

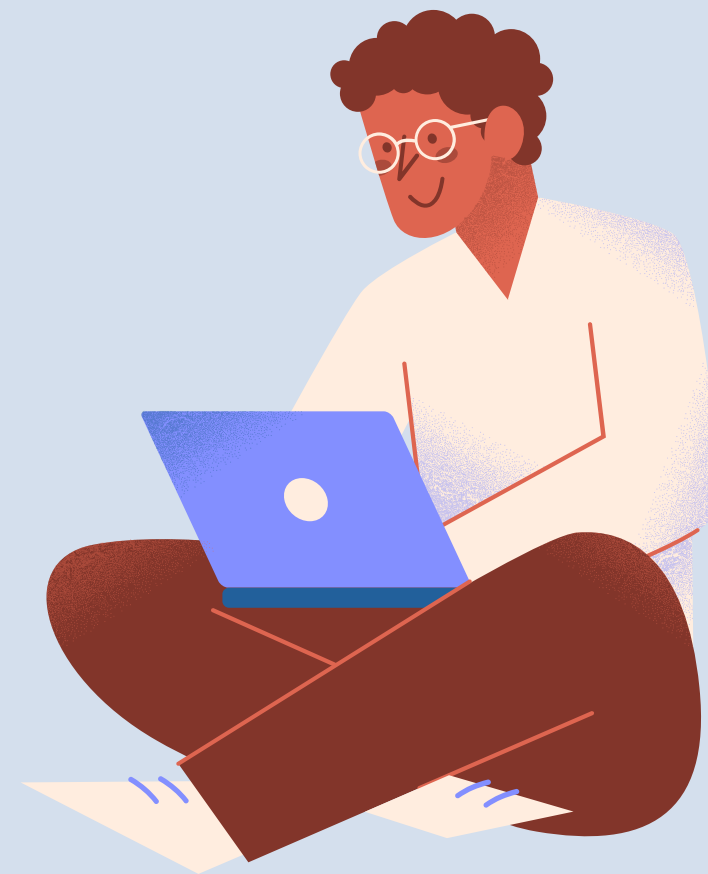




# Application

The student must make his/her own application, including the mandatory documents and personal information requested by the system.

- 1. Transcript of records**
- 2. Learning Agreement**
- 3. Passport**
- 4. Photo**
- 5. Commitment Statement**
- 6. Letter of Recommendation (optional)**



# Application – Transcript of records

## **Transcript of records (TOR):**

versions in English, Spanish and Portuguese are accepted.

Documents issued in other languages must be sent along with a **simple translation** into Portuguese, English or Spanish;

The TOR must be for **your current course** and, if applicable, for your License course as well.

The system accepts the upload of a single file, so you must combine the TOR documents into a **single file**.



# Application – Learning Agreement

## Learning Agreement (LA):

USP has a Learning Agreement model, we ask that students use this model:  
[download the template](#)

The disciplines listed in the document are merely a **reference**; at the time of accepting the application, we cannot yet guarantee the student's place in the disciplines selected in their LA.

Please note that the LA must be signed by the student and the person responsible for mobility at the institution of origin.





# Application – Passport

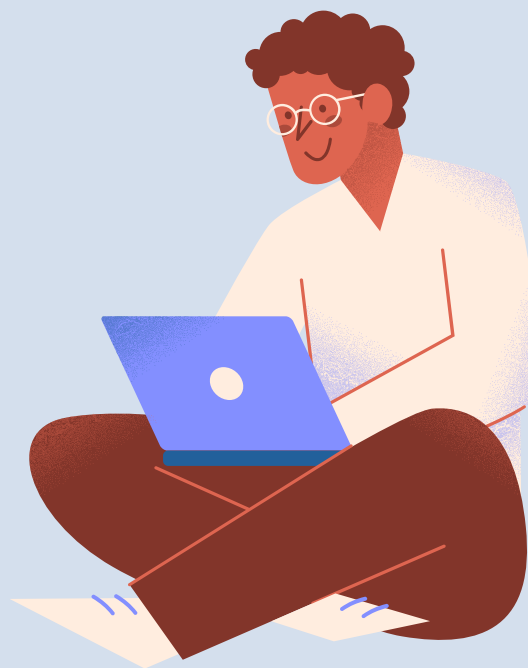
## Passport:

bio-data page. It must be valid for the period of exchange at USP. Attention, the document must be legible

## Special case (Brazilian nationality):

In the case of **dual nationality**, **with one of them being Brazilian**, we ask that the student send a copy of the biodata of the foreign passport and a copy of the Brazilian RG. (Upload a single file)

In the case of **Brazilian student**, upload the Brazilian RG. Our system does not accept the Brazilian passport as a document for Brazilians.



# Application – Photo

## Photo:

in **.jpeg** format. It will be used for your Student ID.

The photo should be of the face, looking forward, with good lighting, with a neutral (light) background. Examples:



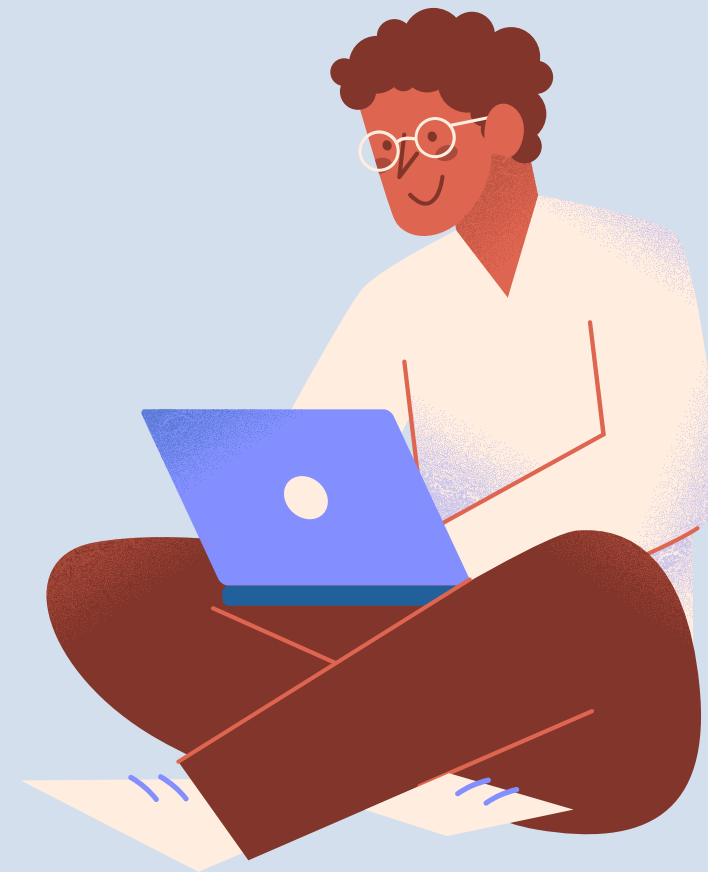


# Application – Commitment Statement

## Commitment Statement:

This document is a declaration from the exchange student stating that they are aware of the exchange activities and granting permission for the use of their image and certain personal information (name and email).

The student must use the template provided at **this link**, fill in their information, and sign it.

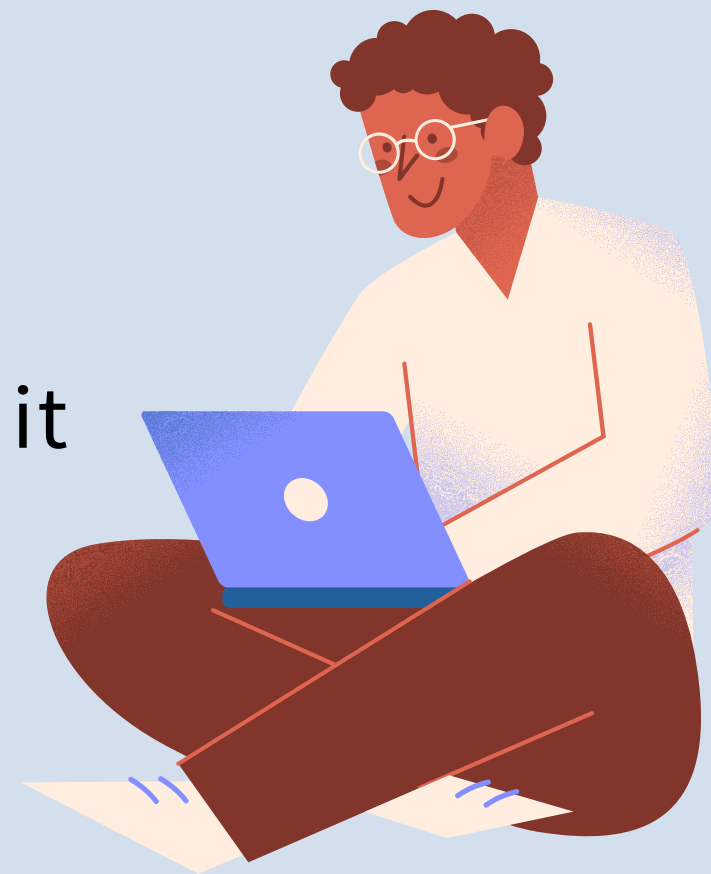


# Application – Letter of Recommendation

**Letter of Recommendation:**  
it is **optional**.

This document is one or two-page letter of recommendation from an academic authority at the home university (in Portuguese, English or Spanish) for participation in the relevant exchange program at USP.

If the student already has a letter of recommendation, he/she can upload it to the system.







# Application – Your personal data (name)

In Brazil, the **full name** written in with the first letter in capital letters and the rest in lower case, and it is composed of:

First Name + Last Name

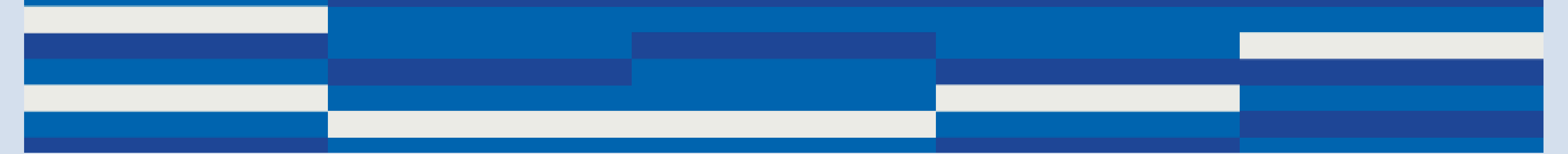
Exemple:

Daniela Fernandes Silva

Marco Antônio Louveira Torres

In addition, we always use the first name to refer to the person, regardless of the degree of intimacy. :)





# Application – Attention



1

USP does not adopt the Bologna 3+2 system, our undergraduate course is 5 years straight, therefore students who are in the second cycle (in the master's degree) are considered **UNDERGRADUATE** students.



2

The list of disciplines available for enrollment is published after the incoming application period, therefore **there is no guarantee** that the disciplines chosen now will be available at the time of enrollment.



3

The system asks for your mother's full name. Please provide it correctly (**first name + last name**), without this information we cannot accept the registration.





# Application – FAU Disciplines

During the application, the student must select FAU courses. We recommend that students complete this step considering only the "mandatory" (in portuguese: “obrigatórias”) disciplines, that is, those that are always offered.

The list can be found in the link below:

**Architecture and Urbanism Course Program**  
**Design Course Schedule Program**



# Health insurance / Travel insurance

At the time of application, the system may request your health insurance/travel insurance.

Please note that it is **mandatory** for the student to purchase this insurance, which covers the entire period of the exchange.

However, the student may send us proof of insurance later; there is no need to do this at the application stage.





# FAU-USP Analysis

The analysis of the submitted data and documents is carried out **after** the application deadline.

Normally this analysis can take 3 to 4 weeks.

After this period, the accepted students are sent a letter of acceptance.



# Acceptance Letter

The acceptance letter is sent only in electronic format, as it is digitally signed.

We ask that the student read and check **ALL the information** contained in the letter as soon as they receive the document (acceptance letter).

Any changes or corrections to information can only be made up to 1 week after the acceptance letter is sent.





# USP Number

After the 1-week period for corrections and changes to your Acceptance Letter data has ended, the Mundus system will send your USP number to your email.

Save this information, as you will be asked for your USP number many times during your time at USP.

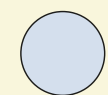


**Once this step is complete, congratulations, you are an exchange student at FAUUSP! We will soon send you more information about the next steps.**

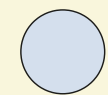


# FAU International Office

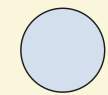
Our administrative team at the FAU international office is always available to help you during your exchange!



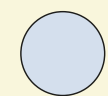
## **Contact us**



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***Monday to Friday - 09AM - 06PM***

